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Acting Chief, Economic Research

7 September 1956

Chief, Materials Division

Need for a Conference Room

We estimate that D/M could use a conference room up to 50 percent of its availability. At the present time, we have occasion to hold a large number of meetings, both scheduled and ad hoc. These meetings cannot now be held without endangering privacy or without disturbing someone else working in the same room. Included are meetings on the NIS program, discussions of fitness reports, and confidential conversations of various kinds. A conference room fully available to D/M could probably also be used for Branch meetings and a wide variety of ad hoc sessions with visitors.

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Distribution:

O&I - Ch/E  
2 - D/M  
1 - Chrono

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D/M/RR:  :tkp/3011 (7 Sep 56)

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